

6 July 2004

Emergency Employment of Army and Other Resources
**TASKINGS AND INDIVIDUAL AUGMENTATION MANAGEMENT FOR TRADOC
STAFF, SUBORDINATE ELEMENTS, CENTERS, SCHOOLS, AND COMMANDS**

Summary. This regulation prescribes U.S. Army Training and Doctrine Command (TRADOC) policy governing mission and individual augmentation taskings.

Applicability. This regulation applies to all soldiers and Department of Army civilians assigned to TRADOC.

Supplementation. Supplementation is authorized. Send one copy of the supplement to Commander, TRADOC (ATTG-ZOO-CTO), 33 Ingalls Road, Fort Monroe, VA 23651-1067, or electronically to taskings@monroe.army.mil.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff for Operations and Training (DCSOPS&T), Assistant Deputy Chief of Staff for Operations (ADCSOPS). Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATTG-ZOO-CTO), 33 Ingalls Road, Fort Monroe, VA 23651-1067, or electronically to taskings@monroe.army.mil. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This regulation is distributed solely through the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/regndx.htm>.

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*This regulation supersedes TRADOC Regulation 614-11, 26 January 1999.

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Chapter 1 Introduction

1-1. Purpose. This regulation establishes policies, assigns responsibilities, and describes procedures for personnel tasking. It also provides guidance on obtaining support from TRADOC staff, subordinate elements, centers, schools, and commands.

1-2. References. [Appendix A](#) contains a listing of required and related publications and referenced forms.

1-3. Explanation of abbreviations and terms. The [glossary](#) contains abbreviations and special terms used in this regulation.

Chapter 2 Responsibilities

2-1. Headquarters (HQ) TRADOC staff elements. All HQ TRADOC staff elements will—

- a. Submit personnel requirements to Central Tasking Office (CTO) in support of (ISO) TRADOC level generated requirements.

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b. Support CTO taskings with Individual Augmentees (IA) and subject matter experts (SME), submit Standard Name Line (SNL) by the suspense date on the tasking, submit reclamation by the suspense date, and prepare IAs to support the taskings.

c. Notify CTO when IAs return to home station from Worldwide Individual Augmentation System (WIAS) taskings.

2-2. Deputy Chief of Staff for Operations and Training (DCSOPS&T).

a. Central Tasking Office, TRADOC Operations Center, is responsible for—

(1) Acknowledging, processing, and managing all personnel taskings ISO Headquarters, Department of the Army (HQDA) taskings, to include IA, HQDA board support, air shows, and other HQDA level taskings; TRADOC level taskings; and some mission taskings.

(2) Tasking the staff element, or subordinate unit, to fill the tasking; submitting TRADOC level reclamation to HQDA; coordinating taskings for chaplains with the TRADOC Chaplains Office and the Office of The Judge Advocate General (OTJAG), and/or TRADOC Staff Judge Advocate, for Judge Advocate General (JAG) military occupational specialty (MOS) taskings.

(3) Additional staff actions, to include submitting reclamation to HQDA Deputy Chief of Staff (DCS) G-3, processing reclamation from subordinates, forwarding SNLs, and other CTO actions. Coordinates with Deputy Chief of Staff for Personnel, Infrastructure, and Logistics (DCSPIL), Adjutant General (AG), for recommendation to requests for extensions for IAs supporting CTO taskings.

b. Command Provost Marshal Directorate is responsible for acknowledging, processing, and managing all Explosive Detection Dog (EDD) and Narcotic Detection Dog (NDD) Team tasking missions.

c. TRADOC Operations Center is responsible for tasking EDD and NDD missions, and most training mission taskings, as well as other mission taskings. Examples of mission taskings the Operations Center issues include support for Cadet Command Summer Camp branch orientation displays (annual); Navy Days ISO training for Navy midshipmen (annual); Public Service Recognition Week/Joint Service Open House (annual); and presidential inaugural support (every 4 years).

d. Security Assistance Training Management Organization (SATMO) is responsible for tasking major Army commands (MACOMs) ISO Security Assistance Teams (SAT) for Army DCS, G-3. See [AR 12-7](#) for additional information on SATMO responsibilities, SAT temporary duty (TDY) taskings, and reclamation to these SAT missions.

e. International Army Program Directorate (IAPD) is responsible for submitting requirements for Traveling Contact Teams (TCT) to CTO.

2-3. Futures Center (FC) will—

a. Review, coordinate, and deconflict personnel support requirements for operational tests associated with systems under development; coordinate test events with Army Test and Evaluation Command (ATEC) and Forces Command (FORSCOM), as part of the test schedule and review committee process; submit personnel requirements to CTO ISO testing and experimentation, which includes operational tests (Early User Tests (EUT), Limited User Test and Evaluation (LUTE), Initial Operational Test and Evaluation (IOTE), and Force Development Test and/or Experimentation (FDT/E)), experiments (Concept Experimentation Program (CEP) and Advanced Warfighting Experiments (AWE)), and other test associated requirements. In addition to the programmed test and experiment personnel requests, FC (ATFC-OP) is the entry point for the review and coordination of all personnel requirements ISO systems developments. Test and experimentation requirements must reach TRADOC CTO not later than (NLT) 120 days prior to the mission or tasking start date.

b. Develop and submit requirements ISO developments initiatives. These requirements must reach TRADOC CTO NLT 180 days prior to the start date.

c. Validate and submit to CTO wargame requirements, to include Unified Quest. Requirements for non-TRADOC assets must reach HQDA NLT 215 days prior to start date. Requirements for TRADOC assets must reach TRADOC CTO NLT 120 days prior to the start date.

2-4. Deputy Chief of Staff for Personnel, Infrastructure, and Logistics.

a. Adjutant General is responsible for—

(1) Providing support to the Operations Center and CTO, by providing enlisted distribution and strength reports each month, providing the Drill Sergeant (DS) report by subordinate units and MOS each month, and responding to CTO queries.

(2) Coordinating recommendation to Human Resources Command (HRC), about personnel extensions for IAs, with TRADOC CTO; forwarding TRADOC's recommendation to HRC for decision, and notifying TRADOC CTO of HRC's decision. Note: TRADOC CTO does not task personnel sitting on boards as board members; DCSPIL AG coordinates those taskings. TRADOC CTO issues taskings for board support, not board members.

b. Chaplain is responsible for recommending unit to task ISO chaplain officer and enlisted requirements.

2-5. Staff Judge Advocate is responsible for recommending the unit to task ISO JAG officer and paralegal requirements, unless CTO already coordinated with the OTJAG at HQDA.

2-6. Subordinate Units. All subordinate units are responsible for—

a. Submitting requirements to CTO ISO subordinate unit generated requirements.

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- b. Supporting CTO taskings with IAs and SMEs, submitting SNLs by the suspense date on the tasking, submitting reclamation by the suspense date, and preparing IAs to support the taskings.
- c. Notifying CTO when IAs return to home station from outside the continental United States (OCONUS) and WIAS taskings.
- d. Establishing a primary and alternate taskings point of contact (POC).

2-7. Combined Arms Center (CAC).

a. Combined Arms Center-Training. Combined Arms Center-Training is responsible for coordinating with Battle Command Training Program ISO Warfighter exercises (WFX) and other exercises. Warfighter exercise requirements are normally sourced from within TRADOC, and must reach CTO 120 days prior to the start date.

b. Center for Army Lessons Learned (CALL). The CALL is responsible for developing, and submitting to CTO, the requirements for support of CALL missions. The CALL at Fort Leavenworth is tasked to collect data and observations on how units or organizations work, usually in exercise or deployed environments. Once analyzed and processed, these observations become lessons learned, which CALL publishes to assist units throughout the Army during similar exercises or deployments. The personnel requirements that TRADOC supports are beyond the CALL table of distribution and allowance (TDA) members' capabilities or expertise. Normally, a CALL officer and noncommissioned officer (NCO) accompany the team on their data gathering TDY. Additionally, prior to the deployment, there is normally a workshop at Fort Leavenworth to develop a collection plan. After the actual TDY where the observations are made, the team normally returns to Fort Leavenworth to write up the observations and lessons learned, before release back to their units. These CALL missions are sometimes also referred to as Combined Arms Assessment Teams. The CALL requirements are normally sourced from within TRADOC, and must reach CTO 180 days prior to the start date.

c. Command and General Staff College (CGSC). The CGSC is responsible for submitting requirements ISO Command and General Staff Officer College, to include requests for support for FORSCOM units ISO Prairie Warrior. The requirements FORSCOM supports must reach CTO 230 days prior to the start date, to process the request at TRADOC and HQDA.

2-8. Army Accessions Command (AAC).

a. The AAC is responsible for submitting requirements to CTO for the annual Drill Sergeant of the Year competition. These requirements must reach TRADOC CTO 180 days prior to the start date.

b. The AAC Cadet Command is responsible for—

(1) Submitting requirements through CTO, to HQDA, to task FORSCOM support to National Advanced Leadership Course (NALC) and Leader's Training Course. These requirements must reach CTO NLT 230 days prior to start date.

(2) Submitting requirements to CTO ISO Cadet Command, to include requirements for equal opportunity NCOs, female drill sergeants, unit support ISO NALC and Leader's Training Course, and branch orientation displays. Since these requirements are normally sourced from within TRADOC, the requirements must reach CTO 180 days prior to the start date.

2-9. Non-TRADOC units/staff/commands requesting support. Non-TRADOC units that require TRADOC assets must forward requests, through their chain of command, to their MACOM, to HQDA DCS, G-3, in the timelines HQDA establishes. Recommend staffing any tentative request with CTO, prior to the MACOM forwarding the request to HQDA.

Chapter 3

Policy

3-1. Headquarters, DA level taskings. TRADOC supports numerous taskings from HQDA. (See [fig 3-1](#) for a diagram of the external sources of taskings.)

a. The Army DCS, G-3 (DAMO-ODO) uses WIAS to task MACOMs for IAs ISO mature and emerging combatant commander requirements. Most of these IAs deploy OCONUS for 179-day Temporary Change of Station (TCS) tours. Note: the duration of the TCS is usually about 186 days total, since the CRC processing and travel times are not part of the 179 days. TRADOC CTO acknowledges taskings from HQDA, and enters the SNLs of the IAs, and reclaims taskings, using WIAS. After further WIAS software development, TRADOC will task subordinate elements using WIAS, and the subordinate unit tasking office will enter the SNL into WIAS. Individual Augmentee taskings normally begin with the file number related to the mission code in the WIAS control number of the requirement. (See [app B](#) for a listing of WIAS Operation/Exercise (OPEX) codes.) Additional information on the IA process is found in Department of the Army (DA) Pam 500-5-1. (This pamphlet is listed on the Army Publishing Directorate's homepage (<http://adp.army.mil>), but linked through the Army Knowledge Online (AKO) web site. Access requires AKO password.)

b. In addition to WIAS taskings, Army DCS, G-3, (DAMO-ODO) (Army Operations Center) tasks TRADOC, via message traffic. Headquarters DA, DCS, G-3—

(1) Issues taskings to FC, Science and Technology Division, ISO non-Department of Defense (DoD) missions. Many of the classified missions are coordinated in advance with the subordinate unit, since the Army must meet specific skill sets and requirements. TRADOC CTO tasks these classified missions, using a generic shell format, with unclassified information. The FC or HQDA POC provides the classified details to the unit providing the support.

(2) Directs MACOMs to support specialized training missions. These are sometimes sent to TRADOC as execute orders.

(3) Tasks TRADOC for support for air shows throughout the world. TRADOC normally tasks Fort Rucker for these missions, except when a particular language skill is required that is not available at Fort Rucker.

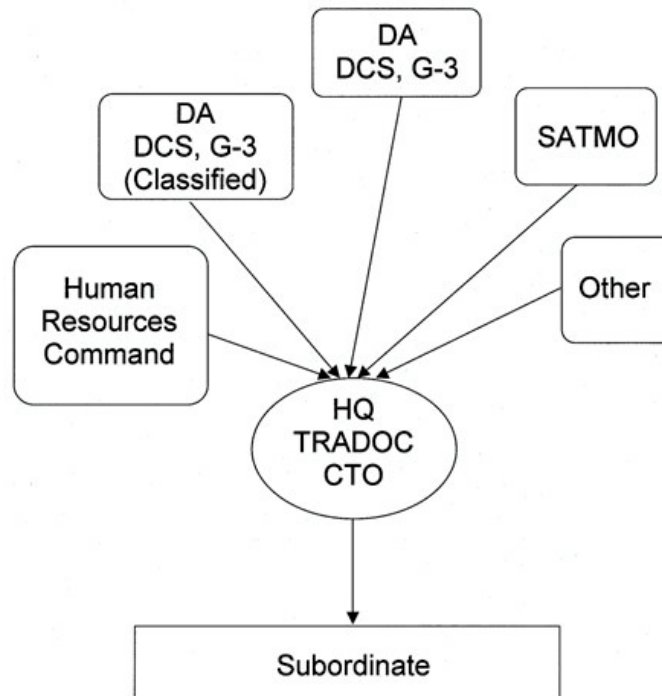


Figure 3-1. External tasking sources

c. Headquarters DA, DCS, G-3, Regional and Political Affairs Division (DAMO-SSR), tasks TRADOC to provide SMEs ISO TCT, Subject Matter Expert Exchanges, and similar events. The combatant commands develop these events, in coordination with the foreign militaries in their area of responsibility (AOR). The TCT provides unclassified forums for familiarization and information exchange on U.S. doctrine and training. Traveling Contact Teams are not training missions. Normally, DAMO-SSR sends the tasking memorandum, via E-mail, through executive communications channels, to TRADOC Secretary of the General Staff and DCSOPS&T, IAPD. The IAPD refines the requirements and proposed mission schedule, and forwards the refined requirements to TRADOC CTO for analysis and tasking. The combatant commander's country POC normally provides funding. Traveling Contact Team support taskings normally begin with file number "TCT".

d. In accordance with [AR 12-7](#), paragraph 1-4, SATMO tasks MACOMs for SATs. The purpose of these missions is to train and/or assist part of the military of a foreign nation. There are three types of SATs: Mobile Training Team (MTT), Technical Assistance Team, and Requirement Survey Team. TRADOC CTO groups all SAT together under "MTT". All personnel supporting SATs, unless waived by Commander, SATMO, are required to attend a 1-week predeployment course, which includes an antiterrorism/force protection training class at Fort Bragg, NC. The dates of the course are usually flexible, and coordinated directly between

the team chief of the tasking, and the SATMO POC at Fort Bragg. The SATMO POC normally provides funding information, and sends the tasking, via E-mail, to TRADOC CTO. A general officer (GO) must sign reclamation for SATMO SATs (see [AR 12-7](#), paragraph 1-4t(4)). Usually, when TRADOC reclamation to SATMO with a GO level reclama, SATMO relieves TRADOC, and finds training teams via contract, or other support. Security Assistance Team support taskings normally begin with file number “MTT”.

e. The Directorate of Military Personnel Policy delegated authority to the DA Secretariat for Senior Enlisted Boards, to task MACOMs for administrative board support for senior enlisted promotion boards. These taskings are not for the promotion board members, but for administrative support to the boards. Board support taskings normally begin with file number “BOARD”.

f. Per [AR 73-1](#), paragraph 2-17, TRADOC will provide centralized test and evaluation (T&E) management, by establishing a T&E manager, and providing a representative to the Test Schedule and Review Committee (TSARC). Futures Center is the TRADOC lead for both missions. The TSARC cycle consists of three meetings (Initial Working Group TSARC, Mid-Cycle Working Group TSARC, and GO TSARC). The objectives of each cycle are to review proposed tests and requirements for MACOM resourcing, and update the compendium of Outline Test Plans (OTPs) in the Five Year Test Program (FYTP). Commanding General, ATEC, chairs the GO TSARC, which focuses on those test resource issues that were not resolved during earlier working group meetings. Futures Center reviews OTPs with personnel support requirements, in detail, and in conjunction with, the test director, TRADOC System Manager (TSM)/Combat Developer representative, and other MACOMs; eliminates any nonmission essential individuals; reduces SME on site test support to minimum number of days; and ensures personnel with the correct skills are requested. The term test covers all developmental and operational tests (LUTE, IOTE, EUT, and FDT/E) and experiments (CEP and AWE), as well as operational assessments. Normally, TRADOC provides only SMEs, while FORSCOM provides units and individual soldiers for test events. In addition to tests from the FYTP, MACOMs, TSM/combat development personnel, and other test community members submit personnel requirements to FC, NLT 150 days prior to the earliest report date of the support mission (experiment, operational assessment, etc). Since testing and experimentation are often fluid processes, and many test/experiment dates slip due to equipment development issues, FC submits the personnel requirements to TRADOC CTO NLT 120 days prior to the earliest SME report date. Test taskings normally begin with file number “OTP”.

g. In accordance with DA Pam 500-5-1, combatant commanders, other organizations and agencies, and HQDA level staffs generate and submit requirements to HQDA NLT 215 days prior to the start date. For IA taskings ISO established operations, a web-based system (WIAS) manages the positions the Army will fill. For IA taskings, the start date is the continental United States (CONUS) Replacement Center (CRC) report date.

h. The tasking process supporting HQDA taskings is shown in the flowchart at figure 3-2.

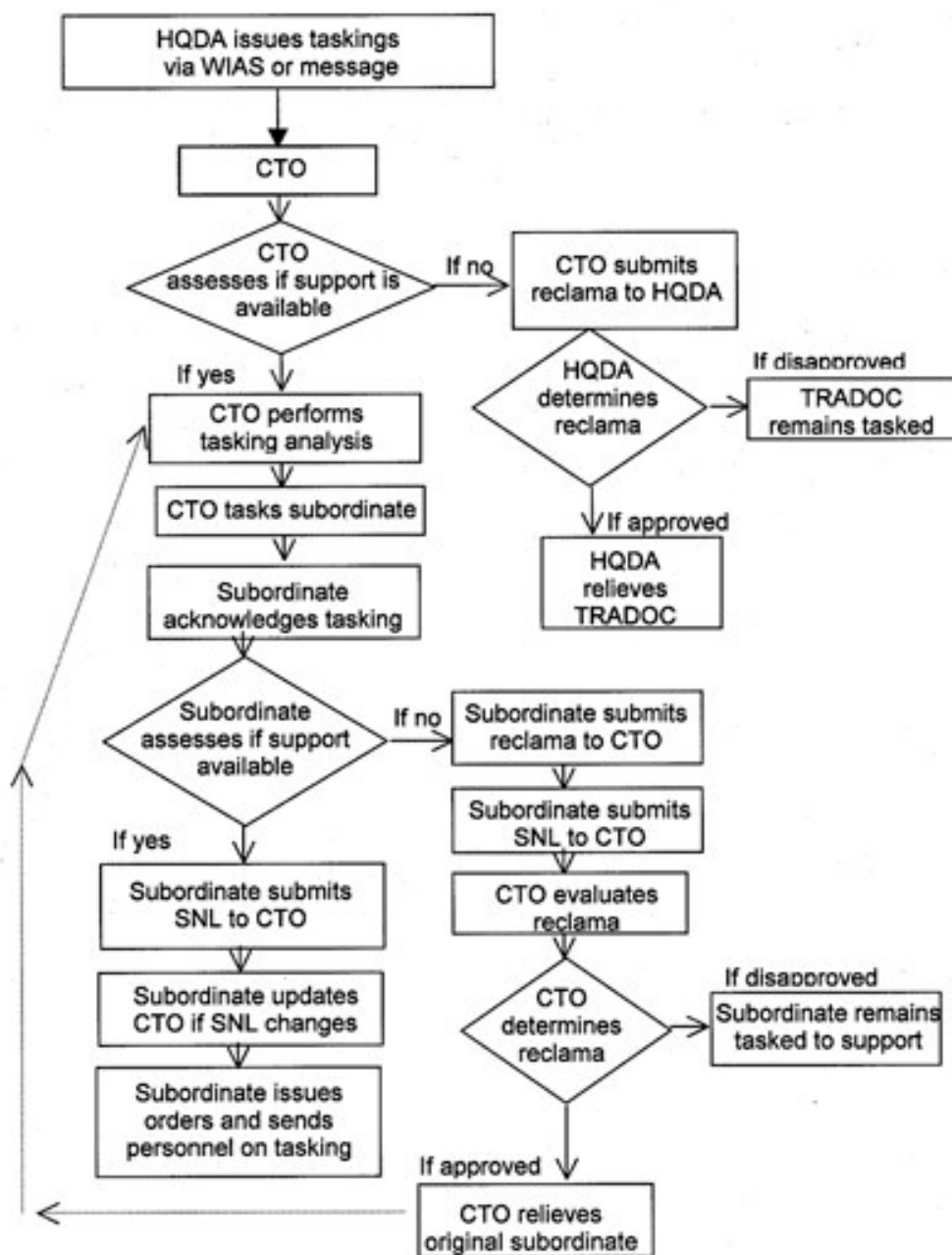


Figure 3-2. Tasking process ISO HQDA taskings

3-2. TRADOC tasking authority.

a. TRADOC Operations Center has tasking authority over all TRADOC assets. Certain units, such as the CTC Observer/Controllers, Ranger Training Brigades (BDEs), and select others, are tasked only by exception. In addition to the HQ, TRADOC staff, DCSs, and FC, CTO routinely tasks the TRADOC assets shown in figure 3-3.

TRADOC assets CTO tasks	
AAC – HQ, Accessions Command and U.S. Army Marksmanship Unit	
OC&S – Ordnance Center and Schools at Aberdeen Proving Ground, MD, and Redstone Arsenal, AL	
AWC – Army War College, Carlisle Barracks, PA	
BEN – Fort Benning, GA	
BLI – Fort Bliss, TX	
CDT – Cadet Command	
CHS – Chaplain School	
DLI – Defense Language Institute (DLI, Monterey)	
EUS – Fort Eustis, VA	
(Both the Transportation Center and U.S. Army Aviation Logistics School are tasked through Fort Eustis.)	
GOR – Fort Gordon, GA	
HUA – Fort Huachuca, AZ	
JAC – Fort Jackson, SC	
KNO – Fort Knox, KY	
LEA – Fort Leavenworth, KS	
(Both the Western Hemisphere Institute for Security Cooperation and Fort Leavenworth are tasked through Fort Leavenworth.)	
LEE – Fort Lee, VA	
LWD – Fort Leonard Wood, MO	
REC – Recruiting Command	
RUC – Fort Rucker, AL	
(Both the Aviation Center and Warrant Officer Career Center.)	
SIL – Fort Sill, OK	
SMA – Sergeants Major Academy	
SSI – Soldier Support Institute	
Activities not normally tasked	
NCA – U.S. Army Nuclear Chemical Agency	
SOM – School of Music	
DLI-San Antonio – (TRADOC CTO tasks Fort Sill; Fort Sill tasks DLI-SA, per Memorandum of Understanding.)	

Figure 3-3. Activities and task codes

- b. A diagram depicting internal sources of taskings is provided at figure 3-4.

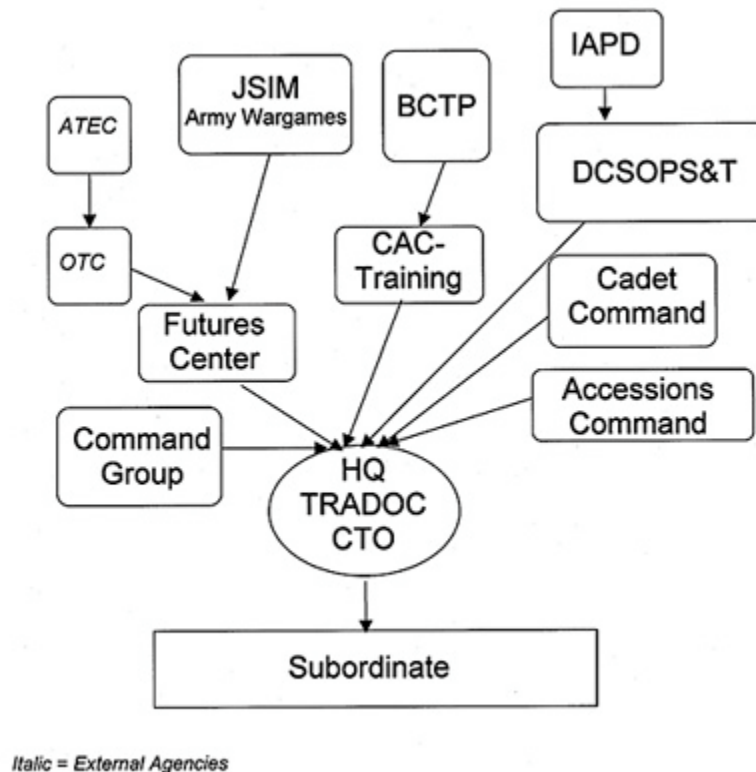


Figure 3-4. Internal tasking sources

3-3. TRADOC tasking priorities. Based on guidance from the Commanding General, TRADOC, the following are the priorities for TRADOC tasking support:

- a. Headquarters, DA directed taskings ISO contingencies, and other combatant commander support activities.
- b. Transformation activities.
- c. Subject matter experts for T&E.
- d. Battle Command Training Program ISO WFX.

3-4. Tasking process ISO TRADOC level taskings. See figure 3-5 for a flowchart showing the tasking process ISO TRADOC level taskings.

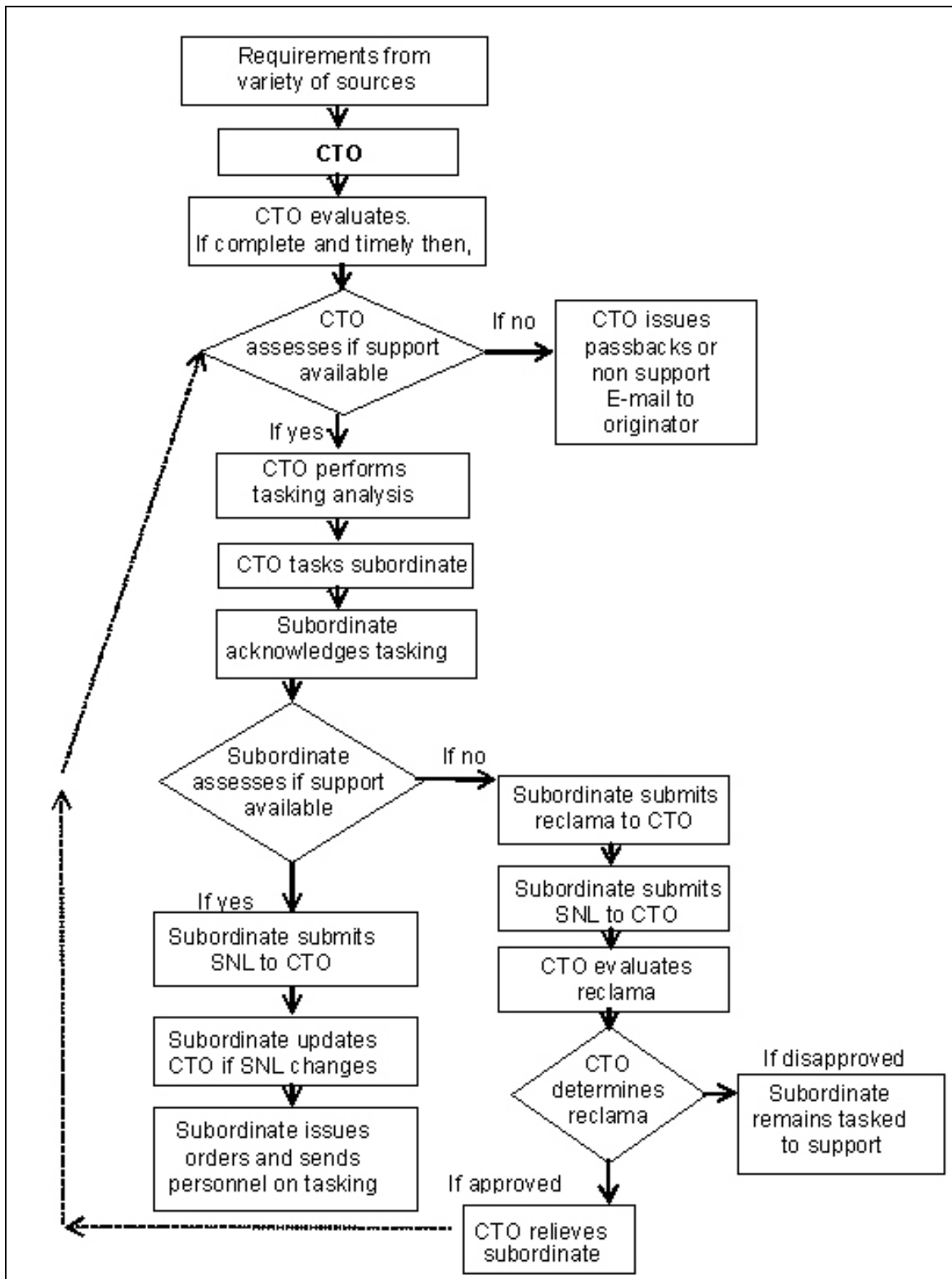


Figure 3-5. Tasking process ISO TRADOC level taskings

Chapter 4 Procedures

4-1. Headquarters, DA tasking timeline standard. In accordance with Chief of Staff, Army (CSA) message, 031353Z Jan 01, subject: HQDA Short Notice Tasking Policy, HQDA tasks MACOMs NLT 180 days in advance of start date, so that the soldier filling a tasking has at least 30 days to prepare. Exceptions to the 180-day rule include “unanticipated operational requirements”, and requirements that the Vice Chief of Staff of the Army (VCSA) approves for short notice tasking. Additionally, per the CSA message, table 4-1 lists timelines used from MACOM to battalion (BN).

**Table 4-1
Tasking timelines**

Tasking HQ	Tasked to HQ	Minimum days to start date	Authority for short notice
DA	MACOM	180 days	VCSA
MACOM	Corps	150 days	MACOM commander
Corps	Division	120 days	Corps commander/equivalent
Division	BDE	90 days	Division commander/equivalent
BDE	BN	60 days	BDE commander/equivalent
BN	Company	45 days	BN commander/equivalent

4-2. TRADOC timelines. Based on CSA policy, the CTO must receive most requirements NLT 180 days prior to the start date of the event.

a. TRADOC tasking timeline baseline standard. Based on CSA policy, TRADOC established the tasking timelines shown in table 4-2.

**Table 4-2
TRADOC standard tasking timelines**

Tasking HQ	Tasked to HQ	Minimum days to start date	Authority for short notice
TRADOC	Subordinate/DCS	165 days	Deputy Commanding General/ Chief of Staff, TRADOC
Subordinate/DCS	BDE/School/ Activity	135 days	Subordinate commanders/DCS (Center Chief of Staff (CofS)/DCS)
BDE/School/ Activity	BN/ Directorate	105 days	BDE Commander/Assistant Commandant
BN/Directorate	Company/ Division	75 days	BN Commander/Director
Company/Division	Soldier	45 days	Company Commander

b. TRADOC tasking timeline for WFX, OTPs standard. TRADOC’s preapproved exceptions to the DA policy timelines are requirements generated ISO WFXs, tests, CEP, and AWE. In

support of these operations, staffs and TRADOC units must submit requirements to TRADOC CTO, NLT 120 days prior to start date (see table 4-3).

Table 4-3
TRADOC tasking timeline for WFX, OTP

Tasking HQ	Tasked HQ	Minimum days to start date	Authority for short notice
TRADOC	Subordinate/DCS	105 days	Deputy Commanding General/ Chief of Staff, TRADOC
Subordinate/DCS	BDE/School/ Activity	90 days	Subordinate commanders/DCS (Center CofS/DCS)
BDE/School/ Activity	BN/Directorate	75 days	BDE Commander/Assistant Commandant
BN/Directorate	Company/ Division	60 days	BN Commander/Director
Company/Division	Soldier	45 days	Company Commander

4-3. Submission of requirements. The day of submission is the day of receipt of all information needed to task a subordinate unit. The report date to the CRC, or the first day of travel (date of departure from soldier's home station), is the start date for taskings. The timeline backs up from the start date for determining requirement submission timelines. TRADOC CTO must receive complete requirements, including who, what, when, where, and why of a mission. (See [app C](#) for Personnel Service Request (PSR) formats.)

4-4. Submission of late requirements. Per CSA policy, except for requirements ISO unanticipated operational requirements, the VCSA must approve short notice taskings to MACOMs. Based on the CSA policy, TRADOC established a parallel policy. Submission of late requirements to TRADOC CTO (as per para [4-2a](#) and [b](#), above) must include a memorandum accompanying the request for support, with a GO/Senior Executive Service (SES) signature, which explains the reason for the late request. TRADOC CTO will not process late requests that are not accompanied by a GO/SES signed memorandum. Colonels/general schedule (GS)-15s may not sign for a GO.

4-5. Subordinate analysis and tasking.

a. TRADOC CTO conducts analysis to determine which subordinate element to task. This analysis is based on assigned strength, minus tasked personnel, compared to authorizations. Many factors are considered when conducting subordinate analysis, to include where the population is located in TRADOC, current manning levels (assigned versus authorized), projected tasking load for the time period of the tasking, other pending taskings, other operations at that subordinate location, unique qualifications (such as language and clearance skills), and other factors. TRADOC CTO tasks the subordinate element that is in the best position to support the tasking.

b. During analysis, several types of personnel are not normally tasked, and removed from the eligible population, except when there is a specific requirement for their particular skills. These

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include Inspector General (IG), BDE or BN S3, BN executive officer (XO), commanders, first sergeants (1SGs), Command Sergeant Majors (CSMs), DS, chaplains, and JAG. An example of a specific requirement tasking is CTO's tasking for female DS ISO Cadet Command's summer camps.

c. The tasking states the suspense for a reclama, the SNL, and all information required to support the tasking. Normally, CTO highly encourages direct contact between the person supporting the tasking and the unit requiring the support. The contact POC information is included in the CTO tasking.

d. Subordinates must acknowledge the tasking when received.

4-6. Standard Name Line submission.

a. After units determine who will fill the position, the subordinate element tasking coordinator submits the SNL, via E-mail, to TRADOC CTO, by the suspense date indicated on the tasking. The SNL contains basic contact information of the soldier supporting the tasking. Organizations will submit SNL IAW the format enclosed in the tasking.

b. The CTO accepts the SNLs only from the tasking personnel, and not the individual going on the tasking. Standard Name Lines for WIAS taskings include the CRC reservation confirmation. For the WFXs, there is a different SNL form, which includes the soldier's fund cite POC. Additionally, when there are bulk taskings from HQDA, such as the replacement shelf taskings, or the critical shortage tasking ISO the Land Component Commander, the unit identification code (UIC) (a required data element) is added to the SNL form. (See [app D](#) for examples of SNL formats.)

4-7. Standard Name Line name change. Subordinates can change the SNL of the person who will fill an IA tasking, up to 30 days prior to CRC report date. Keep changes to a minimum, due to the CSA's intent of notification to the soldier, as well as the additional processing time required at the installation (orders processing, preparing soldier, adjusting training schedules, etc.), and the additional processing time at the TRADOC and HQDA level. For taskings ISO short notice taskings (less than 45 days from start date), SNL changes are accepted up to 16 days prior to CRC report date, based on CRC reservation system requirement. Standard Name Line changes are accepted at the last minute due to unforeseen circumstances (for example, new pending Uniform Code of Military Justice, witness to recent crime, or nondeployable, due to new medical or dental condition).

4-8. Request for delay in CRC report date. The subordinate CofS may submit to ADCSOPS a request for delay in CRC report date. The request should include the reason for the request, as well as the new requested CRC date. These requests are processed "by exception". Keep in mind, that if an individual is filling the billet ISO a combatant commander, that person's departure is delayed until the replacement arrives.

4-9. Continental United States Replacement Center reservations.

a. For taskings ISO OCONUS requirements, subordinate units, or designated office/personnel at no lower than BN level, will contact HRC Deputy Chief of Staff for Operations Mobilization Office at (703) 428-1427 or 1-800-582-5552, extension 1427, to make CRC reservations. Human Resources Command will confirm a CRC reservation to the caller. Confirmation of the CRC reservation is submitted to the TRADOC CTO on the SNL form.

b. Ensure the SNLs for WIAS taskings include the CRC reservation number. This ensures the CRC can plan for the appropriate number of IAs for processing, as well as the United States Transportation Command plan for flight coordination to theater.

4-10. Volunteers. Volunteers, for taskings not yet issued, must gain approval through their chain of command. TRADOC CTO will only accept volunteers for possible tasking if the volunteer's CofS, or first colonel in their rating chain, sends an E-mail, or a memorandum, to CTO requesting a tasking. Colonels must obtain their rater's approval prior to volunteering. Bottom Line: No call in, or E-mail, volunteers are accepted at CTO, unless their CofS concurs.

4-11. Extensions. When the request for extension is received at TRADOC, CTO requests a recommendation from the subordinate unit supporting the requirement. TRADOC CTO considers the request, based on the input of the subordinate element; the data in WIAS; information from the unit that is supposed to fill the next rotation; and other information.

a. The soldier filling the IA position at OCONUS command usually generates the voluntary extension. The IA will submit a Voluntary Extension request, using DA Form 4187 (Personnel Action), through the combatant command, to TRADOC CTO and the owning subordinate unit. If TRADOC is not tasked with the next rotation, TRADOC CTO will normally recommend disapproval of the extension. TRADOC CTO requests recommendation from the soldier's TRADOC unit, prior to making a recommendation to TRADOC DCSPIL, AG. TRADOC CTO will forward unit/command recommendations to TRADOC DCSPIL, AG, for forwarding to HRC, the final authority for decisions on voluntary extensions. TRADOC DCSPIL, AG will provide notice of approval/disapproval to TRADOC CTO, who will notify the owning unit/command and component command of the HRC decision.

b. Per CJCSI 1301.01C, paragraph 4d, combatant commands have the authority to request involuntary extension of IAs, to preclude a "gap," or prevent a "showstopper." Involuntary extensions do not require approval from HRC, owning MACOM, or the owning unit/command. Involuntary extensions do require combatant commanders to notify the owning MACOM of IA that is involuntarily extended. Subordinate units will notify TRADOC CTO, upon receipt of any notification that an IA is involuntarily extended, and upon their return to home station. The OCONUS command usually generates involuntary extensions, based on a pending vacancy. Often, WIAS positions are held for several iterations (-02, -03, -04). If a soldier is filling rotation -02, and the -03 has no SNL entered in WIAS, at least 45 days from CRC report date, OCONUS commands will often initiate involuntary extensions of the current IA, to prevent a vacancy in the position. TRADOC tracks IAs held beyond their normal return date as holdovers. On involuntary extensions of the current IA, TRADOC usually nonconcurs, and works with HQDA DCS, G-3, for release of the holdover.

4-12. Swaps.

a. Swaps in taskings (from one subordinate unit to another) require CofS E-mails from both units, agreeing to the swap. After receiving both CofS E-mails, TRADOC CTO issues a change to the tasking, tasking the new subordinate units, and relieving the currently deployed subordinate units.

b. Sometimes, the IA currently deployed must return home. If the return is close to the normally scheduled rotation date, the combatant commander will sometimes accept a gap between IAs. When the combatant commander does not accept a gap, the currently tasked subordinate element remains tasked for the swap-out. Subordinate units are responsible for coordinating with TRADOC CTO on the replacement IA SNL, CRC report date of the replacement IA, and the return date of the IA currently deployed.

4-13. Reclamas.

a. Tasked subordinate elements may submit reclamas. TRADOC CTO will accept reclamas from the subordinate elements, but will not accept reclamas from units lower than those CTO tasked (that is, TRADOC CTO will not process BDE level reclamas).

b. Complete reclamas address why the total population of the tasked MOS and grade, at the subordinate element, cannot support the tasking. (In the reclamas, address only TRADOC assets, per Enlisted Distribution and Assignment System, Total Officer Personnel Management Information System, Total Army Personnel Data Base, or similar HQDA personnel databases; not FORSCOM or Installation Management Agency assets). Reasons for nonsupport include permanent change of station, Expiration Terminal Service, or retirement during period of TCS/TDY; school date during TCS/TDY; number of assigned in special population (DS, BN/BDE S3, BN XO, CSM, 1SG, commanders, and IG); and, medical reasons other than P1 or P2 (state actual reason, and if temporary, when the condition is expected to return to normal). An example of medical reason is broken leg, with end of recovery profile expected during TCS/TDY. Normally, reclamas state, by name, the reason of nonavailability for all soldiers of the MOS and grade tasked.

Appendix A
References

Section I
Required Publications

AR 12-7
Security Assistance Teams

CJCSI 1301.01C
Individual Augmentation Procedures

DA Pam 500-5-1

Individual Augmentation Management (Pamphlet is listed on Army Publishing Directorate's homepage, but linked through the AKO web site. Access requires AKO password.)

Section II

Related Publications

AR 12-15

Joint Security Assistance Training (JSAT)

AR 55-46

Travel Overseas

AR 73-1

Test and Evaluation Policy

AR 350-28

Army Exercises

AR 350-50

Combat Training Center Program

AR 600-8-101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

AR 600-8-105

Military Orders

AR 611-6

Army Linguist Management

AR 614-5

Stabilization of Tours

AR 614-8

Selection of Active Duty Personnel to Serve on Headquarters, Department of the Army Selection Boards

AR 614-11

Temporary Duty (TD)

AR 614-200

Enlisted Assignments and Utilization Management

DA Pam 73-1

Test and Evaluation in Support of Systems Acquisition

TRADOC Reg 500-2

FORSCOM Reg 350-12

Procedures for Tasking and Support from Active Component Installations and Units

FORSCOM Reg 350-50-1

Training at the National Training Center

FORSCOM Reg 350-50-2

Training at the Joint Readiness Training Center (JRTC)

Joint Federal Travel Regulation

Volume 1, Military

(In particular, chap 2, part B, para U2145, Time Limitations for Periods of TDY.)

Joint Pub 1-02

Department of Defense Dictionary of Military and Associated Terms

TRADOC Reg 350-50-3

Battle Command Training Program

Section III

Referenced Forms

DA Form 348

Equipment Operator's Qualification Record

DA Form 4187

Personnel Action

DD Form 1610

Request and Authorization for TDY Travel of DoD Personnel

Optional Form 346

U.S. Government Motor Vehicle Operator's Identification Card

Appendix B

Worldwide Individual Augmentation System OPEX Codes

B-1. Current OPEX codes. The WIAS currently uses the OPEX codes listed in figure B-1. The OPEX codes are subject to change, as operations are no longer needed, and new operations begin.

ANA – Afghan National Army, Afghanistan
 CCHQ – Central Command Headquarters, MacDill Air Force Base, FL
 CITF – Criminal Investigation Task Force, Fort Belvoir, VA (ISO CITF)
 CMTT – Coalition Military Training Team
 COAR – Colombian Army (ISO U.S. Southern Command (SOUTHCOM))
 CPAI – Coalition Provisional Authority Iraq (ISO CPA)
 CTFA-Combined Task Force – Force Analysis, SFOR, Germany/Bosnia (ISO U.S. European Command (EUCOM))
 DOGB – Detainee Operations, Guantanamo Bay, Cuba (ISO SOUTHCOM)
 DSSH – Dessert Shift (ISO U.S. Army Central Command (ARCENT))
 DSSP – Dessert Spring (ISO ARCENT)
 DTRA – Defense Threat Reduction Agency
 EC04 – Emerging Contingency 04 (ISO ARCENT)
 HOA – Horn of Africa (ISO Special Operations Component, U.S. Central Command (SOCCENT))
 JPAT – Joint Planning Assistance Team (ISO SOUTCOM)
 JTFB – Joint Task Force Bravo, Honduras (ISO SOUTHCOM)
 JTF7 – Joint Task Force 7, Iraq (ISO ARCENT)
 LCC – Land Component Commander, U.S. Central Command (CENTCOM) AOR (ISO ARCENT)
 MTT – Mobile Training Team, various locations
 MSWA – Mission Southwest Asia, CENTCOM AOR (ISO ARCENT prior to OEF)
 OEFA – Operation Enduring Freedom-Afghanistan (ISO ARCENT)
 OISG – Operation Iraq Survey Group, Iraq
 OJF – Operation Joint Forge, Bosnia (ISO EUCOM)
 OPEF – Operation Enduring Freedom, many locations, ISO many commands
 PLCO – Plan Colombia, Colombia (ISO SOUTHCOM)
 SOCC – SOCCENT Operations, Djibouti or MacDill Air Force Base (ISO CENTCOM)
 UN – United Nations – supports UN operations in several nations

Figure B-1. Current WIAS OPEX codes

B-2. Codes no longer current. The OPEX codes shown in figure B-2 are no longer current, but recently supported.

BRST – Bright Star (Annual exercise ISO ARCENT prior to OEF).
 CSG – Campaign Support Group (ISO HQDA)
 FE – Foal Eagle – Annual training (ISO U.S. Forces, Korea (USFK))
 LIWA – Land Information Warfare Agency
 LS – Lucky Sentinel (ISO ARCENT prior to OEF)
 OJG – Operation Joint Guardian, in Kosovo (ISO EUCOM)
 ONE – Operation Noble Eagle (ISO CONUS locations)
 ONW – Operation Northern Watch (ISO CENTCOM in Turkey and AOR prior to OEF)
 RSOI – Reception, Staging, Onward Movement, and Integration (ISO USFK)
 UFL – Ulchi Focus Lens (Annual exercise ISO USFK)

Figure B-2. Recently supported OPEX codes

Appendix C

Personnel Support Request (PSR)

C-1. Required information. The PSR must include all information, in order to send the IA on TCS/TDY. The following information is needed, when applicable, in order to process a request:

a. Justification. Provide justification for personnel requirements (reason requesting element cannot fill). If notification to CTO is untimely, per TRADOC or Army standards (see [para 4-2a](#), above), the GO/SES letter of lateness must include the reason for lateness (see [para 4-4](#), above). Note: If the requirement is ISO Operation Enduring Freedom (OEF)/Operation Iraqi Freedom, then normal timeline standards do not apply. If there is an Army level tasking message for these requirements, state date time group (DTG) of message, paragraph, and line.

b. Purpose of mission/support. State the purpose, starting with a verb (for example, “to train,” “to augment,” “to provide test results,” etc.; not “to complete a roster. . .”).

c. Individual Augmentees:

(1) State MOS or Functional Area (FA) requirements. If any MOS can fill the requirement, state “IMM” for enlisted, and “01A” for officers. Use current MOS/FA identifiers.

(2) State grade. CTO will assume one grade higher or lower than stated grade is acceptable, unless the PSR states “No downgrade acceptable; must fill with grade as stated.” State whether a promotable can support the grade higher position.

(3) Indicate requirements (if any) that civilians can fill, by GS grade and series.

d. Minimum security clearance. If security clearance is required, provide the security manager POC name, phone number, and fax number of unit requesting support.

e. Statement of duties. State the duties the IAs will perform during the mission.

f. Any additional requirements. (Note: The more restrictive the requirements, the smaller the population, and the greater risk the position will remain unfilled.)

(1) Skills/expertise.

(2) Drivers license.

(3) Other: male/female, CGSC qualified, branch qualified.

g. Uniform for mission.

h. Equipment. Indicate need for soldier equipment. Keep in mind, TRADOC is a TDA organization, and TA-50 type equipment availability is limited. Long duration taskings

sometimes require Army Physical Fitness Test card, and last NCO evaluation report/officer evaluation report.

i. Date and time. Include start and end dates, and times of support, to ensure correct flight schedules are made.

j. Report location and POC. Include room, building, and installation/location (for all parts of mission, if multiple locations).

k. Type of orders. Indicate if the individual is on TDY or TCS orders.

l. Funding information. Include fund cite POC, with name, phone numbers (DSN and commercial), and E-mail.

m. Coordination. Indicate any coordination conducted, to include all requirements coordinated prior to submission of PSR, along with the POC, installation, and MACOM. (This should reflect only requirements the unit agreed to support; do not include phone calls or other communication that only discussed the requirement.) If no coordination, state “none.”

n. Special instructions. Include any predeployment training requirements; transportation (that is, rental car authorization, and availability of transportation from airport and in/around location); billeting (for example, who makes arrangements, availability of on-post billeting, cost (if any) to the soldier); any special medical requirements (OCONUS deployable?); passport and/or visa requirements; and country clearance requirements. Indicate if supporting unit, or unit requesting support, submits request.

o. Point of contact. State POC requesting the support (to include name, phone numbers (DSN and commercial) and E-mail address), and POC at location where support will be provided (if different than POC requesting support).

p. Additional information. Provide any additional instructions that would assist the augmentee in performing the mission.

C-2. Worldwide Individual Augmentation System tasking to TRADOC. Figure C-1 shows an example of a WIAS tasking to TRADOC.

TRADOC Reg 500-2

Summary Data Page

Control #:SU-JTFB-00204-10

Op/Ex Name: JTFB - JTF-BRAVO
Sub Op/Ex Name: NONE
Mission Type: MATURE CONTINGENCY
AMD Number: JTFB V.2001
AMD Position: A004-02
IA Type: ENLISTED
Grade Range: E4/E6
Primary MOS/AOC/OCC Series: 56M - CHAPLAIN ASSISTANT
Alternate MOS/AOC/OCC Series: NONE
Duty Title: CHAPEL NCO
Minimum Security Clearance: S
Assigned CRC/IDS: CB01 - CRC BENNING
Assigned CRC/IDS Report Date: 2004.10.24
LAD: 2004.11.07
Tour Length: 179
Calculated Loss Date: 2005.05.05
RC/ORC: JA1E - SU ORC BASELINE
Geographic Location: HO - HONDURAS
Geographic Location Description: VXQC - SOTO CANO
ASI #1: NONE
ASI #2: NONE
ASI #3: NONE
Gender Preference: NONE
Gender Justification: Not required if NONE
Language Rqmt: NONE
Rqmt Generated By: JNT CMD
Recurring Rqmt: YES
Army CC Justification: Not required if JNT CMD
Civ Personnel POC: N/A
Civ POC Contact Info: N/A
Ref Msg DTG: None
Ref Msg Para #: None
Ref Msg Line #: None
BSR Sequence #:
Duty Description: NONE
Special Training Rqmts: Spanish proficiency desired
Weapons Rqmt: NONE
Equipment Rqmt: Must be 9MM qualified prior to deployment.
Passport Required: YES
Visa Required: NO
Other Special Rqmts: Military driver license required. No downward substitution of grade.
Messing Available: YES
Lodging Available: YES
Reporting Instructions: NONE
Fund Cite: J8@JTF-B DSN:449-4876(Fax)/4155(Voice)
Builder Staff Note: NONE

Figure C-1. WIAS tasking

C-3. Tasking to TRADOC ISO MTT. Figure C-2 is an example of a SAT tasking ISO MTT, in message format.

```
P 082259Z JAN 04
FM CDRSATMO FORT BRAGG NC//A0JK-SA//
TO CDRTRADOC FT MONROE VA//ATSC-CTO//
INFO DA WASHINGTON DC//SAAL-ZN-NI/NP//
CDRSATMO FT BRAGG NC//A0JK-SA//
CDRUSASAC ALEXANDRIA VA//AMSAC-MM//
COMUSARCENT-CDRUSATHIRD FT MCPHERSON GA//AFRD-GE//
DIRSATFA FT MONROE VA//ATFA-R/ATFA-P//
CDRUSASOC FT BRAGG NC//A0OP-AS//
CDRUSAJFKSPWAR CENSCH FT BRAGG NC//A0JK-OP//
USCENTCOM MACDILL AFB FL//CC/J1//
USCENTCOM MACDILL AFB FL//CC/J5E//
BT
UNCLAS
MSGID/GENADMIN/USASATMO//
SUBJ/REQ FOR PERSONNEL FOR RECRUITER MTT TO AFGHANISTAN
/M-006-04, AF-B-BAM//
POC/TOM MCCOLLUM/MAJ, SAT MGR/USASATMO/LOC:FORT BRAGG, NC
/TEL: 910-432-9108 EXT 109/TEL: DSN 239-9108
/EMAIL: FAX 910-432-3695,7833/EMAIL:MCCOLLUMT@BRAGG.ARMY.MIL//
RMKS/
1. REFERENCES: MSG, AMEMBASSY KABUL, 310943Z DEC 03, SUBJ OMC-A
REQUEST FOR RECRUITING MOBILE TRAINING TEAM (MTT)
2. THIS MISSION FULFILLS US FOREIGN POLICY IN AFGHANISTAN AND THE
CENTCOM COMMANDER'S THEATER COOPERATION STRATEGY. THIS MISSION IS
IN SUPPORT OF OPERATION ENDURING FREEDOM.
A. IF YOUR COMMAND CANNOT PROVIDE THE REQUIRED PERSONNEL FOR THE
SPECIFIED DATES, BUT CAN DO SO LATER, CONTACT USASATMO IMMEDIATELY
FOR CONSIDERATION OF ALTERNATE DEPLOYMENT DATES. IF YOUR COMMAND
IS UNABLE TO SUPPORT THE REQUIREMENT AT ALL, AR 12-7 PARAGRAPH 1-4T(4)
REQUIRES THAT A GENERAL OFFICER APPROVE THE NON-SUPPORT RESPONSE.
B. REQUEST YOU PROVIDE USASATMO THE SNL AND PHONE NUMBER OF
NOMINEES TO FULL SUBJ SAT NLT: 23 JAN 04.
3. SUPPORTING DATA FOLLOWS.
A. TITLE: RECRUITING MTT MTT 3-04
B. DURATION: 90 DAYS.
C. DESIRED IN-CTRY DATE: 8 MAR 2004
D. PREDEPLOYMENT TDY:
(1) PERSONNEL WILL BE REQUIRED TO ATTEND SECURITY ASSISTANCE
TEAM TRAINING AND ORIENTATION COURSE (SATTOC) (CRSE # 08-2004) A
FIVE DAY COURSE AT FORT BRAGG, NC FROM 23-27 FEB.
(2) PERSONNEL WILL CONDUCT CRC TRAINING AT FORT KNOX, KY, 1-5
MAR 2004 FOLLOWING SATTOC TRAINING.
(3) SATMO WILL ISSUE DD FORM 1610 FOR THIS MISSION.
```

Figure C-2. SAT tasking ISO MTT

E. TRAINING LOCATION: TEAM WILL WORK PRIMARILY ON THE OMC-A KABUL COMPOUND, AND OTHER SITES WILL BE VISITED AS REQUIRED TO INCLUDE AFGHAN MINISTRIES AND LOCATIONS RELATED TO RECRUITING THROUGHOUT AFGHANISTAN.

F. MISSION: THE RECRUITING MTT, IN CONJUNCTION WITH OMC-A, WILL CONDUCT CLASS PREPARATION AND COORDINATION, LEAD REHEARSALS WITH AFGHAN NATIONAL ARMY (ANA) OFFICERS, CONDUCT TEN-DAY CLASSES, PROVIDE GUIDANCE TO PROVINCIAL NATIONAL ARMY VOLUNTEER CENTERS (NAVC), DEVELOP CRITICAL POLICIES, PLANS, AND PROCEDURES FOR THE AFGHAN RECRUITING COMMAND, AND DEVELOP PLANS FOR THE FOLLOW-ON ACADEMY.

G. TRAINING GOAL: THE CORNERSTONE OF DEVELOPING THE AFGHAN NATIONAL ARMY (ANA) IS RECRUITING. CURRENTLY, THE MINISTRY OF DEFENSE IS RECRUITING AT 80-85% OF THE REQUIRED MISSION AND HAS BEEN FORCED TO DELAY TRAINING START DATES OR START TRAINING WITH INADEQUATE NUMBERS OF RECRUITS. THE ACCELERATED REQUIREMENTS TO FIELD A 750-SOLDIER KANDAK (BATTALIONS) EVERY THREE WEEKS IS PROJECTED TO FALL SHORT OF MISSION REQUIREMENTS BY 40% IN JUNE 2004. ALL RECRUITING INFRASTRUCTURE SYSTEMS TO NAVC, COMMUNICATION, TRANSPORTATION, AND MARKETING WILL BE IMPLEMENTED OVER THE NEXT SIX MONTHS. TRAINING OF RECRUITERS THEN BECOMES ESSENTIAL TO MEET THE INCREASED MISSION REQUIREMENT FOR NEXT YEAR. FURTHER, THE ANA RECRUITING SYSTEM NEEDS ASSISTANCE TO CLEARLY DEFINE OPERATIONAL AND REPORTING PROCEDURES. THE ESSENTIAL MISSION GOAL IS THE ESTABLISHMENT OF AN ENDURING INSTITUTION TO TRAINING RECRUITERS.

H. PERSONNEL TO BE TRAINED: APPROXIMATELY 100 RECRUITERS FROM THE AFGHANISTAN NATIONAL ARMY WILL BE TRAINED DURING THE 10-DAY ACADEMY. THERE WILL ALSO BE OPPORTUNITIES TO PROVIDE GUIDANCE TO MINISTRY OF DEFENSE OFFICIALS AND OTHERS TO INFLUENCE THE RECRUITING INFRASTRUCTURE OF AFGHANISTAN.

I. PERSONNEL:

(1) REQUEST TRADOC PROVIDE:

(A) ONE (1) O-4, MAJ, THAT HAS EXPERIENCE AS A RECRUITING BATTALION OPERATIONS OFFICER

(B) THREE E7/E8 THAT HAVE COMMANDED A LARGE PRODUCTION STATION COMMAND (LPSC).

(C) SKILLS: SELECTED TEAM MEMBERS COULD IDEALLY COME FROM THE ARMY RECRUITING AND RETENTION ORGANIZATION AT FT JACKSON, SOUTH CAROLINA.

4. HEALTH:

A. PERSONNEL MUST BE IN VERY GOOD PHYSICAL CONDITION AND BE ABLE TO WORK IN ADVERSE CLIMATE AND CONDITIONS. PERS WITH CHRONIC LUNG PROBLEMS, HIGH BLOOD PRESSURE, HEART PROBLEMS, OR KNOWN ALCOHOL OR DRUG PROBLEMS SHOULD NOT BE NOMINATED.

B. PERS MUST HAND-CARRY A CURRENT PHYSICAL AND A PANOGRAPHIC X-RAY.

C. ALL SHOTS AND IMMUNIZATIONS RQRD FOR TVL TO HOST CTRY IAW AR 40-452.

D. PERSONNEL MUST HAVE CURRENT HTLV ANTI-BODIES SCREENING WITHIN THE LAST 6 MONTHS AND BE CONFIRMED NEGATIVE.

Figure C-2. SAT tasking ISO MTT (cont)

E. PANOGRAPHIC DENTAL X-RAY ARE CURRENT AND DNA SAMPLE IS TAKEN AND ON RECORD AT HOME STATION.

F. PERSONNEL NEED TO DEPLOY WITH 110 DAYS PRESCRIPTION MEDICINES.

5. ADDITIONAL INFORMATION:

A. OMC-A WILL PROVIDE THE FOLLOWING:

- (1) BILLETING AND MESS FACILITIES.
- (2) FORCE PROTECTION
- (3) INTERPRETERS
- (4) IN-COUNTRY TRANSPORTATION

B. USASATMO WILL ISSUE:

- (1) ONE LAPTOP COMPUTER WITH PRINTER, AND IN-FOCUS PROJECTOR. UPON MISSION COMPLETION, EQUIPMENT WILL BE TURNED OVER TO ANA.
- (2) ONE WEAPONS CASE FOR FOUR WEAPONS MEETING DOD COMMERCIAL SHIPMENT REQUIREMENTS.

C. UNIFORM AND CLOTHING: DUTY UNIFORM IN COUNTRY IS DCU. MILITARY MEMBERS WILL BRING COMBAT GEAR TA-50 (WEAPON, HELMET, BODY ARMOR, CANTEEN, LCE, ETC). IT IS MANDATORY TO DRAW WEAPON FROM CRC AND BODY ARMOR PRIOR TO ARRIVAL. TRAVEL WILL BE IN CIVILIAN CLOTHING ON COMMERCIAL AIRLINES, DCU ON MILITARY AIRCRAFT. OFF DUTY CLOTHES SHOULD BE CASUAL PANTS AND SHIRTS WITH COLLAR.

D. LAUNDRY SERVICES ARE AVAILABLE.

E. AFGHANISTAN IS A CASH-BASED ECONOMY. CREDIT CARDS ARE NOT ACCEPTED. CHECK CASHING FACILITIES AVAILABLE WITH \$400 USD LIMIT PER MONTH.

F. PERSONNEL WILL BE REQUIRED TO HAVE OFFICIAL PASSPORTS AND VISA AT NO COST TO PERSONNEL.

G. PERSONNEL ARE REQUIRED TO HAVE AND WILL BE REIMBURSED FOR TOURIST PASSPORT.

H. SAT MBRs WILL BE REQUIRED TO HAVE A STANDARD ACCOUNT, QUASI-GENERIC US GOVT TRAVEL CREDIT CARD FOR TRAVEL EXPENSES INTO AND OUT OF COUNTRY. IF PERSONNEL DO NOT HAVE A STANDARD ACCOUNT OR A QUASI-GENERIC CARD (BUSINESS CARD), SATMO WILL PROVIDE GUIDANCE ONCE SAT MBR SELECTED.

I. PERSONNEL MUST BE FAMILIAR WITH AND ADHERE TO ALL HOST NATION RELIGIOUS AND CUSTOM BEHAVIORAL EXPECTATIONS APPROPRIATE FOR GENDER. AFGHANISTAN IS AN ISLAMIC NATION WITH STRICT LAWS AND RULES BASED IN THE ISLAMIC CULTURE.

H. PERSONNEL WILL MAKE OWN TRAVEL, RENTAL CAR AND BILLETING ARRANGEMENTS FROM HOME STATION TO SATMO, FORT BRAGG, NC FOR SATTOC TRAINING. SATMO WILL ARRANGE TRAVEL TO FORT KNOX, KY FOR CRC, AFGHANISTAN VIA CHARTERED AIRLINES (PATRIOT EXPRESS) VIA BISHKEK, KYRGYZSTAN (GANCI AIR BASE) AND MILITARY AIRCRAFT TO BAGRAM AIR BASE, KABUL, AFGHANISTAN, RETURN TO FORT KNOX, KY TO RETURN WEAPONS AND TO HOME STATION.

6. ONCE YOU PROVIDE NOMINEES, USASATMO WILL FINALIZE THE SELECTION PROCESS AND PROVIDE UNITS THE GUIDANCE REQUIRED TO DEPLOY THEIR PERSONNEL ON THIS SECURITY ASSISTANCE MISSION.//

Figure C-2. SAT tasking ISO MTT (cont)

C-4. Personnel support request for test/experiment. Figure C-3 is a PSR for ATEC.

UH-60 Blackhawk Helicopter (UH-60M LUT)				
Personnel Support Request				
1. Army Test and Evaluation Command, Park Center IV, 4501 Ford Avenue, Alexandria, VA 22302-1458. E-mail: John.Smith@otc.army.mil (Test Officer).				
2. Report Date: Multiple				
a. Line AT0054: 8 Apr 04, 0800/Release Date: 26 Jun 04, 1600.				
b. Lines C0010, 20,40, and 60: 10 May 04, 0800/Release Date: 27 Jun 04, 1600.				
3. Location: Redstone Arsenal, AL.				
4. Personnel Required: Five personnel.				
a. LN AT0054	1	SME	153D	CW5/CW4
b. LN C0010	1	Instructor Pilot	153DF	CWO
c. LN C0020	1	Maint Test Pilot	153DG	CWO
d. LN C0040	1	Standardization Pilot	153DH	CWO
e. LN C0060	1	Pilot UH-60L	153DI	CWO
5. Qualifications – All pilots must qualify in the UH-60 to include Day, Night and NVG RL1. Meet all APART requirements, prior to being assigned to the test, and throughout test duration. Must be familiar with, and have working knowledge of, the Air Mission Planning Station (AMPS), and procedures for transferring data between AMPS and A/C via a PCMCIA programmable card.				
a. C0010 and C0040 - must be Instrument Flight Examiners.				
b. C0020 - must be Maintenance Examiner or UH-60 Maintenance Test Pilot.				
c. Pre-coordination has taken place with ATB. Any additional personnel requirements would impact.				
6. Level of Security Clearance - Secret.				

Figure C-3. Example of a PSR for ATEC

7. Request Justification – Personnel required to gather data and provide observations that will be used by the test community to document the NVG, crew battle tasks, adequacy of training and training materials, and performance of cockpit modifications. The LUT will provide data for a system assessment to support a MS C/LRIP decision.
8. Operational Test Command (OTC) will fund TDY. POC for fund cite information is Ms. Jane Jones (DSN 738-9880/E-mail: Jane.Jones@otc.army.mil).
9. OTC POCs are CPT John Smith (DSN 738-1859/E-mail: John.Smith@otc.army.mil, and Mr. George Jones (DSN 738-9090/E-mail: George.Jones@otc.army.mil). USAIS POC is CW4 Jane Smith (DSN 558-1191)/E-mail: Jane.Smith@rucker.army.mil).
10. Type of Orders – DD Form 1610.
11. Special Instructions:
 - a. Any additional information will be provided in OTC administrative instructions.
 - b. Reference Outline Test Plan – UH-60 LUT (2004-LU-AVN-A1336), dated 3 Nov 03.

Figure C-3. Example of a PSR for ATEC (cont)

Appendix D

Standard Name Line Formats

D-1. Standard Name Line Form ISO WIAS Tasking.

- a. Figure D-1 provides instructions on the information required on a SNL ISO a WIAS tasking.

CTO TASKING/FILE NUMBER: CTO Tasking #.

WIAS: Only applies to taskings TRADOC receives via WIAS.

LINE NUMBER: Para-Line as stated in CTO tasking.

CRC SLOT RESERVED: YES/NO.

INSTALLATION: Installation where soldier assigned.

RANK: Self-explanatory.

MOS: Assigned MOS.

Figure D-1. Example of a SNL format when supporting a WIAS tasking

SECURITY CLEARANCE: Self-explanatory.

NAME: Self-explanatory.

GENDER: Self-explanatory.

SSN: Self-explanatory.

DUTY PHONE (DSN): Self-explanatory.

UNIT ADDRESS: Self-explanatory.

E-MAIL ADDRESS: E-mail of Soldier

Figure D-1. Example of a SNL format when supporting a WIAS tasking (cont)

b. Figure D-2 is an example of a completed SNL format ISO a WIAS tasking.

CTO TASKING/FILE NUMBER: OPEF21003

WIAS: CT-OPEF-01234-01

LINE NUMBER: 002-02

INSTALLATION: Fort Leonard Wood

RANK: SFC

MOS: 54B

SECURITY CLEARANCE: S

NAME: John J. Jones

GENDER: M

SSN: 123-45-6789

DUTY PHONE (DSN): 676-0000

UNIT ADDRESS: USA CHEM SCH, 401 MANSCEN Loop, Suite 1041, Fort Leonard Wood, MO 65473-8926

E-MAIL ADDRESS: jonesj@wood.army.mil

Figure D-2. Completed sample of a SNL ISO a WIAS tasking

D-2. Standard Name Line format ISO WFX. Figure D-3 is an example of the format of a SNL ISO a WFX tasking.

<p>CTC Rotation/CTO File number: _____</p> <p>POSN/Line#: _____</p> <p>Full Name: _____</p> <p>SSN: _____</p> <p>Rank: _____</p> <p>MOS: _____</p> <p>Unit Address: _____ _____</p> <p>Unit DSN: _____</p> <p>UIC: _____</p> <p>Gender: _____</p> <p>E-mail address: _____</p> <p>Proceed Date: _____ Return Date: _____</p> <p>Departure Point: _____ (i.e., Fort Knox, KY)</p> <p>Soldier's Installation POC for Fund Cite: _____</p> <p>TEL # for Soldier's Installation Fund Cite POC: DSN _____</p> <p>FAX # for Soldier's Installation Fund Cite POC: DSN _____</p>
--

Figure D-3. Example of a SNL form supporting a WFX tasking

D-3. Standard Name Line format ISO other taskings. Figure D-4 is an example of the SNL format ISO other taskings.

<p>CTO TASKING/FILE NUMBER: CTO Tasking #.</p> <p>LINE NUMBER: Para/Line, as stated in CTO tasking.</p> <p>INSTALLATION: Installation where soldier assigned.</p> <p>RANK: Self-explanatory.</p> <p>MOS: Assigned MOS.</p> <p>SECURITY CLEARANCE: Self-explanatory.</p> <p>NAME: Self-explanatory.</p> <p>GENDER: Self-explanatory.</p> <p>SSN: Self-explanatory.</p> <p>DUTY PHONE (DSN): Self-explanatory.</p> <p>UNIT ADDRESS: Self-explanatory.</p> <p>E-MAIL ADDRESS: E-mail of soldier.</p> <p>UIC: Sometimes required. This line will be added to SNL form, when needed.</p>
--

Figure D-4. Example of a SNL form supporting other taskings

Glossary

Section I Abbreviations

1SG	first sergeant
AAC	Army Accessions Command
ADCSOPS	Assistant Deputy Chief of Staff for Operations
AG	Adjutant General
AKO	Army Knowledge Online

AOR	area of responsibility
ARCENT	United States Army Central Command
ATEC	Army Test and Evaluation Command
AWE	Army Warfighting Experiment
BDE	brigade
BN	battalion
CAAT	Combined Arms Assessment Team
CAC	Combined Arms Center
CALL	Center for Army Lessons Learned
CENTCOM	United States Central Command
CEP	Concept Experimentation Program
CGSC	Command and General Staff College
CITF	Criminal Investigation Task Force
CONUS	continental United States
CofS	chief of staff
CRC	CONUS Replacement Center
CSA	Chief of Staff, Army
CSM	command sergeant major
CTO	Central Tasking Office
DA	Department of the Army
DCS	Deputy Chief of Staff
DCSOPS&T	Deputy Chief of Staff for Operations and Training
DCSPIL	Deputy Chief of Staff for Personnel, Infrastructure, and Logistics

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DoD	Department of Defense
DS	Drill Sergeant
DTG	date time group
EDD	Explosive Detection Dog
ETS	Expiration Terminal Service
EUCOM	United States European Command
EUT	Early User Test
FA	Functional Area
FC	Futures Center
FDT/E	Force Development Test and/or Experimentation
FORSCOM	U.S. Army Forces Command
FYTP	Five Year Test Program
G-3	Deputy Chief of Staff for Operations and Plans
GO	general officer
GS	general schedule
HQ	headquarters
HQDA	Headquarters, Department of the Army
HRC	Human Resources Command
IA	Individual Augmentee
IAPD	International Army Program Directorate
IG	Inspector General
IOTE	Initial Operational Test and Evaluation
ISO	in support of

JAG	Judge Advocate General
LAD	Latest Arrival Date
LUTE	Limited User Test and Evaluation
MACOM	major Army command
MOS	military occupational specialty
MTT	Mobile Training Mission
NALC	National Advanced Leadership Course
NCO	noncommissioned officer
NDD	Narcotic Detection Dog
NLT	not later than
OCONUS	outside continental United States
OEF	Operation Enduring Freedom
OPEX	operation/exercise
OTJAG	Office of The Judge Advocate General
OTP	Outline Test Plan
POC	point of contact
PSR	Personnel Support Request
RSOI	Reception, Staging, Onward Movement, and Integration
S3	operations and training
SAT	Security Assistance Team
SATMO	Security Assistance Training Management Organization
SES	Senior Executive Service
SME	subject matter expert

TRADOC Reg 500-2

SNL	Standard Name Line
SOCENT	Special Operations Component, United States Central Command
SOUTHCOM	United States Southern Command
T&E	test and evaluation
TCS	Temporary Change of Station
TCT	Traveling Contact Teams
TDA	table of distribution and allowances
TDY	temporary duty
TLC	Tactical Leaders Course
TSARC	Test Schedule and Review Committee
TSM	TRADOC System Manager
TRADOC	U.S. Army Training and Doctrine Command
UIC	unit identification code
USFK	United States Forces, Korea
VCSA	Vice Chief of Staff of the Army
WIAS	Worldwide Individual Augmentation System
WFX	Warfighter exercises

Section II Terms

Augmentee

Soldiers or civilians reassigned as individuals, on a TCS or TDY status, to temporarily fill a position that normally exceeds a deploying or deployed unit's authorized structure, or as approved by HQDA.

Command

Refers to schools, unit, facility, or other activity, as well as actual command. An example is Cadet Command.

Contingency operation

A military operation that is either designated by the Secretary of Defense as a contingency operation, or is a contingency operation under U.S. law (Section 101(a)(13), Title 10, United States Code).

CONUS Replacement Center (CRC)

Deployment and redeployment processing center, activated during a mobilization at a designated Army installation, for non-unit personnel, for movement to OCONUS theaters. The six CRC locations include: Fort Benning, GA; Fort Gordon, GA; Fort Knox, KY, Fort Sill, OK; Fort Bliss, TX; and Fort Leonard Wood, MO. At this time, only the Fort Benning CRC is continuously operational. Most IAs currently process through Fort Benning; however, for RSOI, Ulchi Focus Lens, and Foal Eagle, normally one of the other CRCs is stood up for processing of soldiers to the Korean theater. The CTO tasking, as well as the WIAS summary data sheet, state the CRC location for each tasking.

Exercises

TRADOC supports Joint Chief of Staff related exercise requirements such as RSOI, Ulchi Focus Lens, and Foal Eagle in Korea, as well as Bright Star and Lucky Sentinel in the CENTCOM AOR. Additionally, TRADOC supports CTC rotations and unique exercises, such as the Division Capstone Exercise and Millennium Challenge.

Joint Reception Center

Established in the operational area, per direction of the Joint Force Commander. The purpose is to facilitate the reception, accountability, processing and training of military, DOD civilians, individual augmentees, and others on their arrival in the operational area.

Latest Arrival Date (LAD)

Latest date an individual is required to be at the port of debarkation (OCONUS) for further processing. For CONUS taskings, LAD is the date IA is due at augmentation location.

Message

Refers to a communication composed in Message Text Format and transmitted electronically.

Reclama

A request to duly constituted authority to reconsider its decision, or its proposed action. (Joint Pub 1-02 definition.)

Subordinate element

Refers to schools, commands, other organizations, or individuals assigned to TRADOC. When TRADOC CTO tasks a subordinate unit, it is tasking TRADOC members assigned to that location, or TRADOC members over which TRADOC has control. An example of the latter are members of DLI-San Antonio, who are assigned to TRADOC and do not have duty at a TRADOC center.

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Temporary Change of Station (TCS)

A method of temporarily reassigning an individual soldier, or DOD civilian, to support an operation, that returns to home station upon redeployment. The action is similar to a TDY; however, orders are cut on a Format 410 for soldiers (not a DD Form 1610). Civilians can also deploy as TCS, but the DD Form 1610 is used for their TCS. Contact Adjutant General and Resource Management personnel, for differences between TDY and TCS, in particular, the authorization to store household goods and privately owned vehicles.

TRADOC CTO

Refers to HQ, TRADOC, ADCSOPS, Central Tasking Office (CTO).

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

/signed/
JANE F. MALISZEWSKI
Colonel, GS
Chief Information Officer